# Military Funeral Honors

# Agenda

- Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO)
- References
- Overview Funeral Honors Program
- Funeral Honors Process
- HQMC Funeral Tasker
- Funeral Honors Detail composition
- Funeral Honors Drills (FHDs)
- Funeral Honors ADOS (PID-G)
- Missed Funerals
- Points of Contact

# Learning Objectives

- TLO 1: Understand the Funeral Honors (FH) process from the administrative standpoint
  - ELO 1A: Know the references guiding the Funeral Honors Program
  - ELO 1B: Know the basic requirements for rendering Funeral Honors
  - ELO 1C: Know why a funeral is tasked to a specific unit
  - ELO 1D: Know the requirements for reporting a Missed Funeral
  - ELO 1E: Be able to identify the MARFORRES FH Points of Contact
- TLO 2: Be able to source reserve manpower IOT render Funeral Honors
  - ELO 2A: Know the difference between FH ADOS and FHD
  - ELO 2B: Know the FHD Request process
  - ELO 2C: Know the different combinations of manpower utilized for Funeral Honors

# References

- Sections 1491 and 12503 of Title 10, United States Code
  - 10 U.S. CODE § 1491 - Funeral Honors Functions at Funerals for Veterans
  - 10 U.S. CODE § 12503 - Ready Reserve: Funeral Honors Duty

- MCO 3040.4, Chapter 6
  - Marine Corps Casualty Assistance Program

- HQMC (MFPC) ltr 3040 of 21 Apr 14
  - Marine Corps Policies and Procedures for the Rendering of Military Funeral Honors

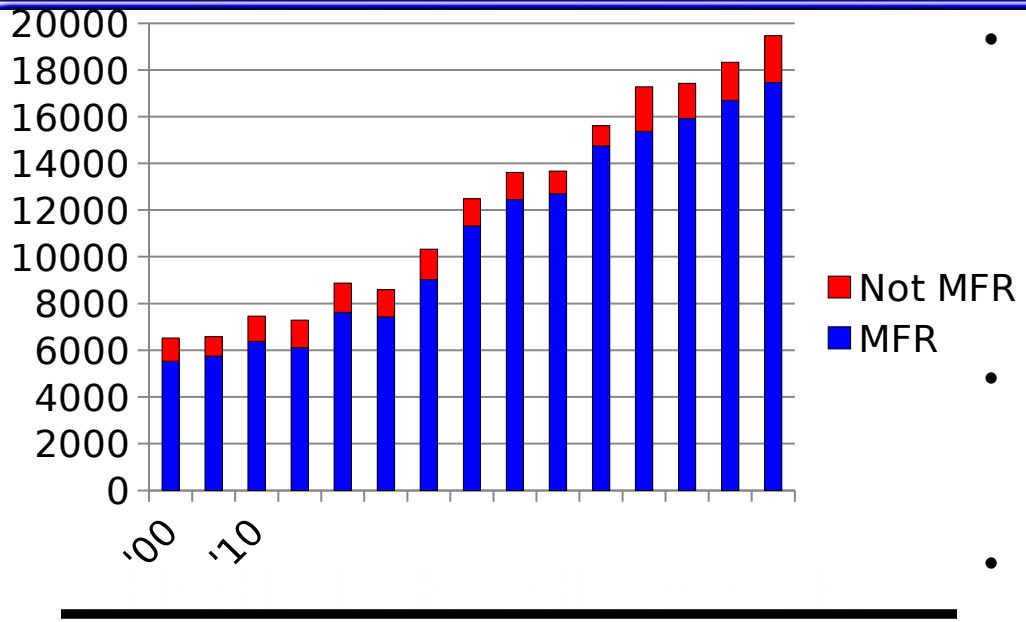
- COMMARFORRES msg 211707ZNov12
  - Authorization for use of Individual Ready Reserve (IRR) in Conducting Funeral Honors Details (FHD)

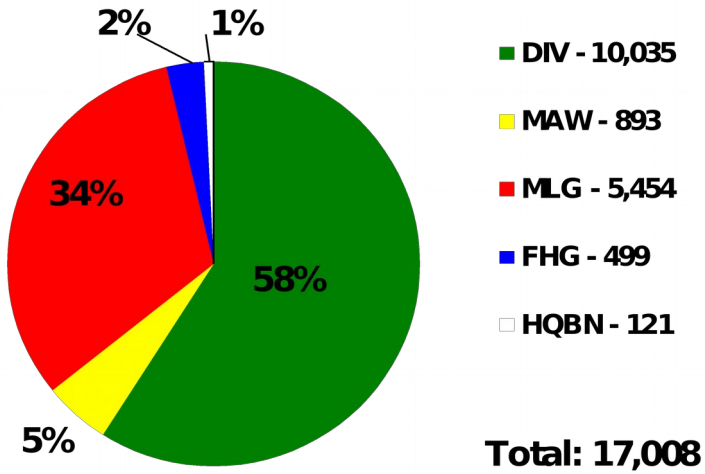
- COMMARFORRES msg 171945ZOct13
  - Guidance for Management of Funeral Honors Drills (FHDs)

# Overview

- **ZERO DEFECT MENTALITY** - There is only one chance to preform this function; The first time. It may be the last impression that some people have of the Marine Corps.
- This is a Commander's Information Requirement (CIR) for COMMARFORRES:
  - Missed Military Funeral Honors, tardy arrival of any portion of the MFH detail, or incomplete ceremony.
- FH must be preformed per 10 U.S. CODE §1491 - Funeral Honors Functions at Funerals for Veterans.
- Historically, over 90% of FH are rendered by MARFORRES units.
- Many I&I/Site Support staffs are unable to meet the manpower requirement utilizing only their staff. A "standard" Full-Honors Funeral consists of 1 presenter, 2 flag folders,1 bugler, 7 riflemen, and 1 rifle detail commander: 12 Marines. Many I&I/Site Support staffs only have 8-9 personnel assigned (including the I&I, senior enlisted, and corpsman). Take into consideration multiple funerals on the same day, Marines not available due to leave, TAD, medical, etc.
- FH ADOS (PID-G) and FHDs are the only way some units are able to meet the FH requirement.
- The MARFORRES Adjutant is the POC for all funeral related matters at the Force level.

# By The Numbers

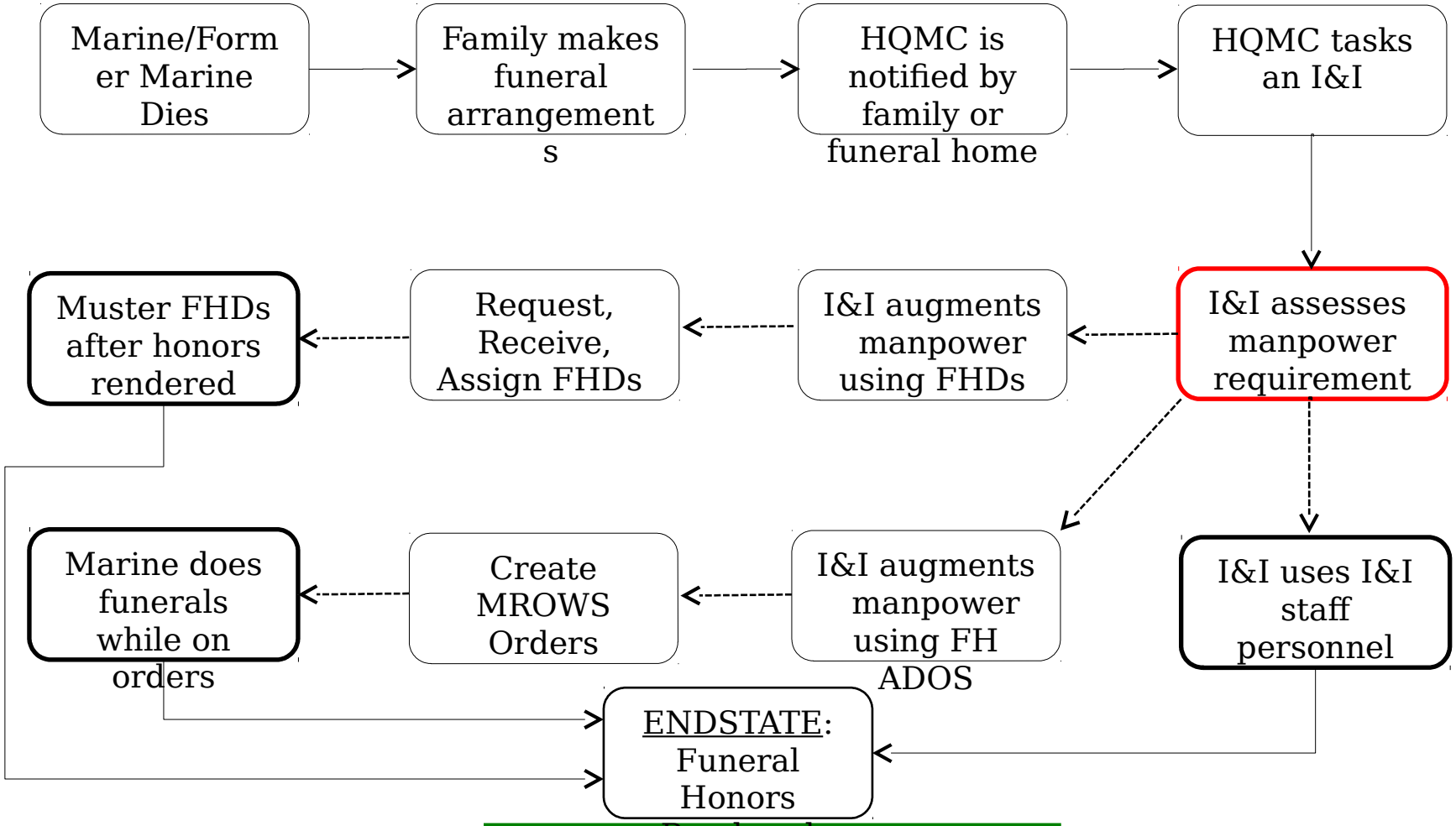



Total: 17,008

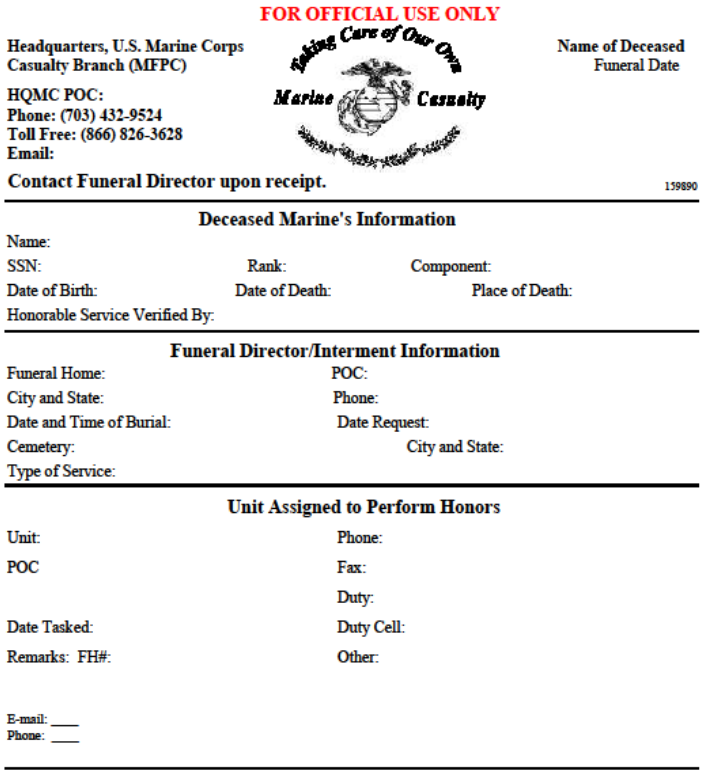
- In CY14 the Marine Corps as a whole performed 19,472 FH. 17,460 were by conducted by MARFORRES units, 2012were done by non-MARFORRES units.
- We project over 18,100 will be conducted in CY15 by MARFORRES.
- Since CY00, FH assigned to MARFORRES units have increased steadily each year. This trend is expected to continue for the next several years.
- Every year, 4th MarDiv units account for over half of FH rendered by MARFORRES.

# The Funeral Honors Process


Marine/Former Marine Dies
Family makes funeral arrangements
HQMC is notified by family or funeral home
HQMC tasks an I&I
I&I assesses manpower requirement
I&I augments manpower using FHDs
Request, Receive, Assign FHDs
Muster FHDs after honors rendered
I&I uses I&I staff personnel
I&I augments manpower using FH ADOS
Create MROWS Orders
Marine does funerals while on orders
ENDSTATE: Funeral Honors Rendered

# Funeral Honors Tasker

- The image to the right is a blank Funeral Honors Tasker (page 1)
- HQMC will task the unit/site closest to the location of where the FH will be rendered. This is most often a reserve unit.
- If a family has requested anything above the minimum requirement (rifle detail, pall bearers, angel watch, etc.) it should be listed in the remarks section.
- No HQMC Tasker = No Funeral Honors Requirement
- If a family or funeral director (not HQMC) contacts your unit/site asking for FH support, have them call 866-826-3628. This is the number to Funeral Honors Branch at HQMC. They will collect the required information and send a tasker to the unit.



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Headquarters, U.S. Marine Corps
Casualty Branch (MFPC)

HQMC POC:
Phone: (703) 432-9524
Toll Free: (866) 826-3628
Email:

Taking Care of Our Own
Marine Casualty

Name of Deceased
Funeral Date

Contact Funeral Director upon receipt.

159890

**Deceased Marine's Information**

Name:
SSN: Rank: Component:
Date of Birth: Date of Death: Place of Death:
Honorable Service Verified By:

**Funeral Director/Interment Information**

Funeral Home: POC:
City and State: Phone:
Date and Time of Burial: Date Request:
Cemetery: City and State:
Type of Service:

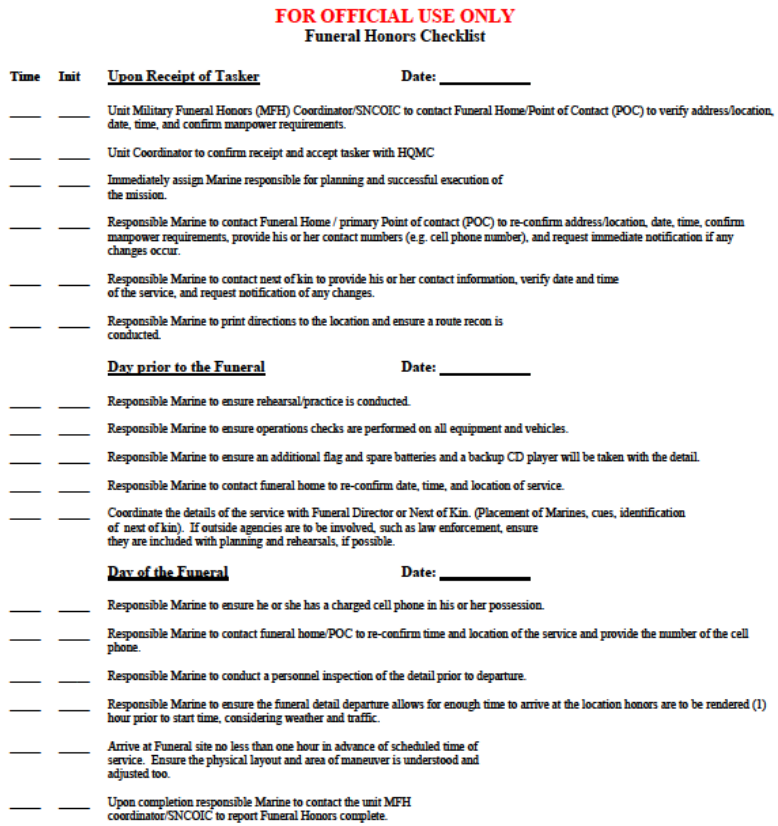
**Unit Assigned to Perform Honors**

Unit: Phone:
POC Fax:
Duty:
Date Tasked: Duty Cell:
Remarks: FH#: Other:

E-mail: ___
Phone: ___

# Funeral Honors Checklist

- The image to the right is a blank Funeral Honors Checklist (page 2 of the tasker)
- This document was created by MARFORRES, with input from the units/sites, to ensure that all required steps of rendering FH are completed and prevent the occurrence of a missed/late funeral.
- It is REQUIRED that this document be utilized as part of your FH process. If a FH is missed, late, or a complaint is filed, this WILL be part of the package submitted to HQMC and COMMARFORRES.
- Any suggestions for changes or updates to this document must be submitted to the MARFORRES Adjutant. Also submit an explanation or justification as to why the document should changed.



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**Funeral Honors Checklist**

| Time | Init | **Upon Receipt of Tasker** | **Date:** _____ |
|---|---|---|---|
| ___ | ___ | Unit Military Funeral Honors (MFH) Coordinator/SNCOIC to contact Funeral Home/Point of Contact (POC) to verify address/location, date, time, and confirm manpower requirements. | |
| ___ | ___ | Unit Coordinator to confirm receipt and accept tasker with HQMC | |
| ___ | ___ | Immediately assign Marine responsible for planning and successful execution of the mission. | |
| ___ | ___ | Responsible Marine to contact Funeral Home / primary Point of contact (POC) to re-confirm address/location, date, time, confirm manpower requirements, provide his or her contact numbers (e.g. cell phone number), and request immediate notification if any changes occur. | |
| ___ | ___ | Responsible Marine to contact next of kin to provide his or her contact information, verify date and time of the service, and request notification of any changes. | |
| ___ | ___ | Responsible Marine to print directions to the location and ensure a route recon is conducted. | |
| | | **Day prior to the Funeral** | **Date:** _____ |
| ___ | ___ | Responsible Marine to ensure rehearsal/practice is conducted. | |
| ___ | ___ | Responsible Marine to ensure operations checks are performed on all equipment and vehicles. | |
| ___ | ___ | Responsible Marine to ensure an additional flag and spare batteries and a backup CD player will be taken with the detail. | |
| ___ | ___ | Responsible Marine to contact funeral home to re-confirm date, time, and location of service. | |
| ___ | ___ | Coordinate the details of the service with Funeral Director or Next of Kin. (Placement of Marines, cues, identification of next of kin). If outside agencies are to be involved, such as law enforcement, ensure they are included with planning and rehearsals, if possible. | |
| | | **Day of the Funeral** | **Date:** _____ |
| ___ | ___ | Responsible Marine to ensure he or she has a charged cell phone in his or her possession. | |
| ___ | ___ | Responsible Marine to contact funeral home/POC to re-confirm time and location of the service and provide the number of the cell phone. | |
| ___ | ___ | Responsible Marine to conduct a personnel inspection of the detail prior to departure. | |
| ___ | ___ | Responsible Marine to ensure the funeral detail departure allows for enough time to arrive at the location honors are to be rendered (1) hour prior to start time, considering weather and traffic. | |
| ___ | ___ | Arrive at Funeral site no less than one hour in advance of scheduled time of service. Ensure the physical layout and area of maneuver is understood and adjusted too. | |
| ___ | ___ | Upon completion responsible Marine to contact the unit MFH coordinator/SNCOIC to report Funeral Honors complete. | |

# Funeral Honors Detail composition

- Per MCO 3040.4:
  - The FH Detail for the funeral of a Marine will consist of 2 or more persons.
  - At least 2 members of the FH Detail shall be members of the Armed Forces, at least 1 of whom shall be a Marine. The other members may be members of veterans organizations (American Legion, VFW, etc), or members of organizations approved by SECDEF.
  - Efforts should be made for the senior Marine to be of equal or greater rank to the deceased. However if such a Marine is not available, execute with the most senior Marine available.
- Per COMMARFORRES:
  - The FH Detail for the funeral of a Marine should consist of 3 or more persons.
  - At least 2 members of the FH Detail shall be Marines.
  - All personnel assigned to a Unit/Site/I&I staff are eligible to participate in the rendering of FH. This includes the Site Commander, I&I, senior enlisted, and corpsman.
  - The minimum FH Detail consists of 3 members: the flag presenter (also folds flag), 1 additional flag folder, and a bugler.
  - A standard FH Detail consists of 4 members: the flag presenter, 2 flag folders, and a bugler.
  - A standard Full-Honors Funeral consists of 1 presenter, 2 flag folders,1 bugler, 7 riflemen, and 1 rifle detail commander: 12 Marines.
  - Reasonable FH requests (rifle detail, pall bearers, etc) should be considered,

# Funeral Honors Manpower

- There are 4 methods to providing the manpower requirement to conduct FH.
  - 1. Site / I&I Staff: Utilize the Active Duty staff to render and provide FH. (Preferred method)
  - 2. Funeral Honors Drills: Bring in a reservist for 1 drill period to conduct FH. Done in Drill Manager (DM)
  - 3. Funeral Honors ADOS. ADOS to support FH. Orders are written/created in MROWS.
  - 4. A combination of the other 3 methods.

# Funeral Honors Drills

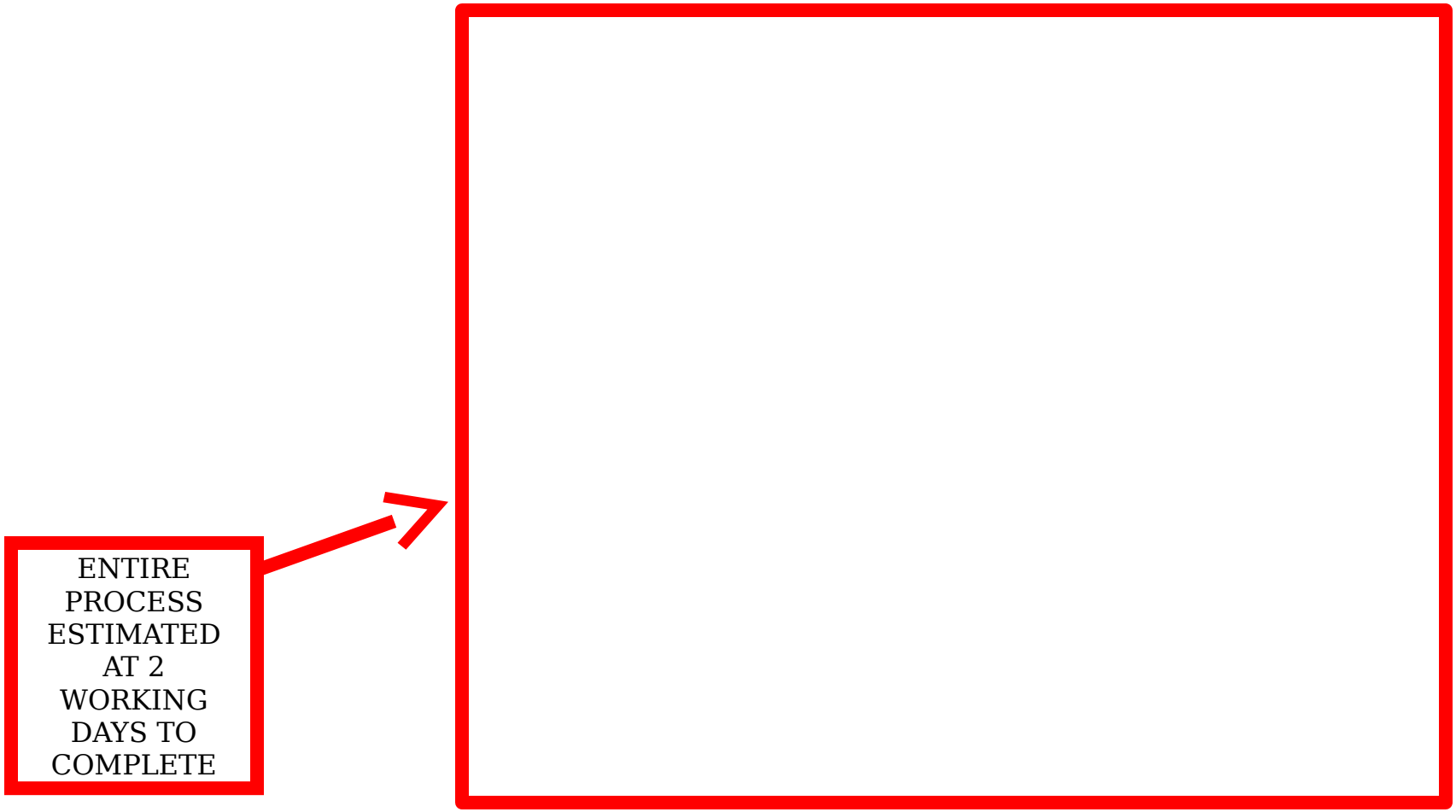
- The Force Adjutant is the Program Manager for Funeral Honors Drills (FHD).
- 1 October 2013 MARFORRES, G-1 Adjutant section started managing the distribution and tracking of FHDs for the Force.
- Once MFR G-1 Adjutant section has been notified and documents received, FHD will be distributed via DMM.
- 1 FHD = 1 day of base pay, or $50 whichever is greater.
- 1 FHD = 1 Retirement point
- These are eligible to all Reserve Marines (SMCR, IRR, IMA) not in an Active Duty Status (ADOS, AR).
- These can be utilized to pay veterans, retirees, military affiliated organizations (American Legion, VFW, etc.). These individuals get $50.
- Per the MCRAMM para 5204, a Marine may only be mustered for 1 FHD per calendar day. (other drill periods can still be run; i.e. IDT, RIDT, ATP, etc.)
- 1 FHD requires a minimum of 2 duty hours. However, there is no maximum. If that Marine is willing, he is covered for a full work day.
- FHDs must be used for the purpose of rendering FH, or supporting the rendering of FH. Practice and uniform inspections in preparation

# Funeral Honors Drills Request

- COMMARFORRES msg 171945ZOct13 – “Guidance for Management of Funeral Honors Drills (FHDs)” published the FHD process.
- FHD Requests should be sent to MFR_Adjutant@usmc.mil, and CC the appropriate chain of command.
- Paragraph 2.A.4.B outlines the format of the FHD request:

1. HQMC Tasker or CACO Appointment letter (attached)
2. Request ( X ) FHDs (total number of FHDs requested)
3. DD MMM YY (date of FHD use)
4. Name(s) and Rank(s) of Marine(s) (do not send SSN, last 4, EDIPI)
5. RUC and MCC (of the Marines being utilized)
6. Justification for out of the ordinary requests (FHD's requested due to I-I shortfalls caused by TAD, PCS & Paternity LV, Special detail, firing squad, full honors, pall bearers, honor guard, funeral practice, uniform inspection, alien invasion, angel watch, support activities at both church service and graveside, funeral home viewing, etc, etc, etc); or "Due to the commitment to our community, we have a couple of events that will overlap the timeline for the funeral (Toys for Tots, color guard, etc), we have 5 Marines that have volunteered to help us to make this funeral be successful."

# Funeral Honors Drills Process



# FHD Admin Notes

- FHDs are not issued for individuals to “sit in the bleachers” and watch. Any Marine in receipt of FHDs must be active participants in the FH ceremony.
- The email subject line of the request should have the name of the deceased, so that it looks similar to "FHD Request Smith" or your unit name/date of funeral "FHD Request MP Co C, 6Jun14". This will help us to ensure that we do not accidentally miss a request, since most requests would otherwise have the same subject line (FHD Request) when we receive them.
- We do not "blanket issue" or pre-load FHDs. Pre-loading is when you ask to carry a balance of FHDs in DM and use them as the need arises. Normally this is requested because a unit believes that their OpTempo is such that they cannot reasonably be expected to request FHDs for each and every funeral, or they say that pre-loading is a more efficient way of doing business. All the email traffic results in system accountability and transparency; Additionally it has significantly increased efficiency of FHD use, and financial savings to MARFORRES of almost $1M in FY14.
- “After-the-fact" FHD issuance is possible. I.E. a tasker is received Friday afternoon for a funeral on Sunday. A request is submitted the to us on Friday (or Monday morning), funeral takes place on Sunday, we issue FHDs on Monday, the FHD can be assigned for the date of the funeral (in

# Funeral Honors ADOS

- Funeral Honors ADOS (FH ADOS or PID-G)
- This is a period of ADOS orders for the purpose of rendering FH.
- These orders can be as short as 1 day, or as long as the funding will allow.
- These orders are written via MROWS.
- Use of this funding type is based upon projections/trends when issuing orders, because if ADOS orders are issued for 30 days, it is unknown how many funerals are going to occur in that time period when the orders are written.
- Generally an analysis is conducted in order to determine the need of the additional support. For example if a unit is located near a national cemetery, and they normally receive 20 taskers a month to render FH at that cemetery, but their daily operations are negatively impacted by all of the funerals, it is reasonable to put a Reserve Marine on orders for 30 days to help support the manpower requirement.
- These funds are pushed down to the individual unit from MARFORRES via the Chain of Command. No unit should ever directly contact the MARFORRES Adjutant asking for additional

# Missed / Late Funerals

- This is a Commander's Information Requirement (CIR) for COMMARFORRES.
- A Missed Funeral is defined as "Any ceremony where at least one member of the funeral detail is not a representative of the veteran's service, failure to execute presentation of the flag properly, or the playing of Taps does not occur."
- A Late Funeral is defined as "Any ceremony where the funeral honors detachment is late and the funeral home or family waited for military honors to be rendered."
- The unit WILL notify both Funeral Honors Branch (HQMC) via phone, and the MARFORRES Casualty Assistance Officer (Adjutant) via email, immediately upon the occurrence of a Missed or Late Funeral.
- A missed/late funeral package must be completed and submitted to Funeral Honors Branch (HQMC), via email or fax, within 72 hours of EVERY missed/late funeral. It must be signed by the I&I/Site Commander (this may not be delegated or signed "By dir"). A copy will be submitted to COMMARFORRES, via the chain of command.
- A formal apology letter from the I&I/Site Commander will be sent to the next of kin.
- The missed/late funeral package must contain an explanation of the occurrence and the following enclosures:

# Points of Contact

- MARFORRES Adjutant and Casualty Assistance Officer:
  - Capt M. “Rod” Rodriguez
  - 504-697-7185 (DSN 697)
  - Micah.Rodriguez@usmc.mil

- MARFORRES Adjutant Chief:
  - Currently vacant
  - 504-697-7254 (DSN 697)

- MARFORRES Adjutant Section
  - 504-697-7117 (DSN 697)
  - MFR_Adjutant@usmc.mil

# QUESTIONS